

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Water Quality Technician	<b>Job Family:</b> 6
<b>General Classification:</b> Front-Line	<b>Job Grade:</b> 24

**Definition:** To oversee, participate and administer the City's Water Quality Monitoring and Water Quality Assurance Programs and ensure compliance with all local, State and Federal policies, rules, regulations and laws as they relate to water quality.

**Supervision Received and Exercised:** Receives general supervision from the Pumps and Wells Supervisor and receives technical and functional supervision from the Utilities Services Manager.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Answer inquiries from the public; respond to, record and track water quality complaints.
2. Design a sampling plan; develop a yearly schedule for water testing.
3. Collect samples from City wells, additional supply sources and the water distribution system and other samples.
4. Perform field tests on samples.
5. Prepare and evaluate City contracts for outside laboratory analytical services.
6. Analyze and perform mathematical calculations and statistical analysis of test results.
7. Maintain detailed and accurate records of tests conducted and their results.
8. Coordinate the preparation and review of the City's annual water quality report; prepare and submit all State and County monthly, quarterly and annual reports.
9. Ensure all Federal, State and local laws, rules, regulations and guidelines on sampling, testing and record keeping are met.
10. Meet and coordinate with outside agencies regarding water quality legislation and regulations; research and review existing and proposed Federal, State and local environmental regulatory requirements pertaining to water quality.

11. Develop recommendations to improve water quality.
12. Direct special investigations in water, wastewater and process control.
13. Participate in negotiations with consultants and contractors for environmental requirements on City projects; review and comment on water quality-related reports by consultants; manage and coordinate special projects conducted by consultants or City staff.
14. Participate in the City's cross-connection control program.
15. Maintain records on well production and groundwater levels.
16. Observe contractors in the field on sampling days to verify that samples are collected and handled according to established guidelines.
17. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: California water rights; water quality treatment and technology; treatment processes; water quality sampling technology; quality control and quality assurance principles and practices; general principles and practices of modern chemistry, bacteriology and microbiology as applied to water treatment and analysis; water quality regulations and laws (i.e., Safe Drinking Water Act, Clean Water Act, Porter Cologne Act, Title 17, Title 22 and NPDES requirements); computer systems and software applications related to water quality, such as LIMS, SCADA and relational data bases; water quality instrumentation and equipment, treatment processes control systems; general principles and procedures of water treatment and distribution; general principles and practices of cross-connection control; analytical laboratory procedures; mathematics as used to analyze test results and to perform a variety of analysis in water treatment.

Ability to: Set priorities and exercise independent judgment; analyze complex data and reports and draw sound conclusions; assemble data and then prepare clear, concise and accurate reports and correspondence; establish water sampling operations and procedures; review specifications for water quality equipment; conduct field sampling and analysis; coordinate and participate in the collection, interpretation and evaluation of water quality data; keep detailed records accurately and neatly; establish and maintain effective working relationships with City staff, consultants and the general public; and communicate effectively, both orally and in writing.

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**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Five years of increasingly responsible and varied paraprofessional experience in water quality control and treatment; completion of the 12th grade, plus the completion of college course work in chemistry, biology, bacteriology, environmental science or a related field. An associate of arts or science degree in one of these fields is highly desirable.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license. Possession of a Grade 2 Water Treatment Operator Certificate issued by the State of California. A Grade 3 Water Treatment Operator Certificate must be obtained within one year after the date of hire.

Established August 1995

Revised

CLASS SPECS

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